

INSTRUCTIONS FOR
GROUNDFISH PRODUCT TRANSFER REPORT (PTR), SHORESIDE PROCESSOR

1. TIME LIMITS AND SUBMITTAL.

The manager or representative must record all product transfer information on a PTR within 2 hours of the completion of the transfer.

The manager or representative must submit a PTR by FAX to the NMFS Alaska Enforcement Division to FAX number 907-586-7313 by 1200 hours, A.l.t., on the Tuesday following the end of the applicable weekly reporting period.

A PTR is not required to accompany a shipment or offload.

2. GENERAL.

The manager or representative of a Shoreside processor must record each transfer of groundfish product or donated prohibited species on a separate PTR, except:

(1) Product code 41. Those fish products defined as product code 41 that are destined for offsite fish meal production .

(2) Product code 99. Those fish products defined as product code 99 **that are plant discards**.

(3) Bait Sales. Daily aggregation of individual sales or transfers of groundfish to vessels for bait purposes during a day may be recorded onto one PTR.

Example:

If 5 different vessels each bought 5 cases of groundfish for bait from a Shoreside Processor, the PTR would record 25 cases of the species sold to vessels for bait.

(4) Over-the-counter groundfish sales. Daily aggregation of individual sales of groundfish for human consumption in quantities less than 10 lb per sale may be recorded onto one PTR.

(5) IFQ or CDQ sablefish. if the manager of a shoreside processor possesses a registered buyer permit the manager is not required to submit a PTR to document shipment of IFQ or CDQ sablefish

product. However, a shipment report is required for each shipment of IFQ or CDQ sablefish product.

(6) Wholesale sales of groundfish. Daily aggregation of wholesale sales of groundfish by species may be recorded onto one PTR if the bills of lading detailing destinations for all of the product are available for inspection by an authorized officer.

Original/revised Report.

If PTR is the first one sent for a given transfer, check "ORIGINAL REPORT".

If PTR is a correction or addition to a previously sent PTR, check "REVISED REPORT."

Page No. Enter page numbers consecutively, beginning with page 1 with the first groundfish transfer of the fishing year and continuing throughout the remainder of the fishing year.

Receipt. Check the RECEIPT box if product is received (including raw fish).

Shipment. Check the SHIPMENT box if product is shipped.

Processor Name. Enter the name of the Shoreside Processor, as listed on the Federal Processor Permit.

Plant Location. Enter the name of the geographic location where the Shoreside Processor is located.

ADF&G Processor no. Enter State of Alaska Department of Fish & Game (ADF&G) processor code.

Federal Processor Permit Number. Enter Federal Processor permit number.

Representative Information. Enter name, telephone number, and FAX or TELEX number of the representative.

3. TRANSFER INFORMATION.

The manager must identify to whom the transfer is made.

Name.

If you have marked RECEIPT and a vessel (other than a buying station) is delivering groundfish or groundfish products to you, enter the name and call sign of that vessel.

If you have marked RECEIPT and an entity other than a vessel is delivering groundfish or groundfish products to you, enter the name of that entity. Option: If a processor, enter that entity's ADF&G processor code.

If you have marked OFFLOAD and a vessel (other than a buying station) is receiving groundfish or groundfish products from you, enter the name and call sign of that vessel.

If you have marked OFFLOAD and an entity other than a vessel is receiving groundfish or groundfish products from you, enter the name and location of that entity.

If you have marked OFFLOAD and the transfer is an aggregation of sales, enter N/A.

Agent. An agent is defined as the buyer or the distributor. If transfer is made to an agent, enter the agent's name.

Intended First Destination of Product.

If a	Then record
Receipt	"NOT APPLICABLE"
Shipment to a processor	the name and location of the processor receiving groundfish product.
Shipment to an agent	the street address, city, state and zip code of the agent receiving, buying, or distributing groundfish product.
Shipment with several destinations	the primary or first intended destination

Shipment is aggregation on one PTR of individual sales or transfers of groundfish to vessels for bait purposes during a single day,	"BAIT"
Shipment is aggregation on one PTR of individual sales of groundfish for human consumption in quantities less than 10 lb per sale during a single day	"OVER-THE-COUNTER SALES"
Shipment is aggregation on one PTR of wholesale sales of groundfish by species during a single day	"WHOLESALE SALES".
If shipment is going to the same processor or agent at the same destination but requires loading on multiple vans, trucks, or airline flights, record the shipment on a single PTR.	

Date And Time of Product Transfer.

Start Date and time. Enter the month, day, year, and time that the transfer started. Enter the time in Alaska local time (A.l.t.) in military format (for example: 1700 A.l.t.).

Finish Date and Time. Enter day, year, and time the transfer was completed. Enter the time in military format, A.l.t.

If	Then, record finish date and time when
Shipment is an individual van or flight	each shipment leaves the processor.
Shipment involves multiple vans or trucks	loading of vans or trucks is completed each day.
Shipment involves multiple airline flights,	the last airline flight shipment of the day.

4. PRODUCTS AND QUANTITIES SHIPPED OR RECEIVED

Species Code. Enter the species code for each product transferred.

Use species codes, product codes, and product designations presented in Table 1 and Table 2.

NOTE: Species code 888 may be used for mixed totes.

Product Code. Enter the product code for each product transferred.

No. Of Cartons. Enter the number of cartons or production units transferred for each species and product code.

Carton wt.

Circle either kg or lb.

Enter the average **fish product weight** of one carton for each species and product code in kilograms or pounds.

Total Weight. Enter the total **fish product weight** to the nearest 0.001 mt of the products transferred.

To calculate metric tons from pounds:

$$\frac{\text{No. cartons} \times \text{avg carton weight (lb)}}{2204.6}$$

To calculate metric tons from kilograms:

$$\frac{(\text{No. cartons} \times \text{avg carton weight (kg)})}{1000}$$